

Crane Army Ammunition Activity
Standing Operating Procedures
Drug Test Program

SOP# 600-85-01

14 Aug 2001

DATE:

1. **Purpose.** To Set forth the Drug Abuse Testing Program Procedures for civilian random selection, collection and mailing. Procedures apply to the Rock Island Arsenal (RIA) Alcohol and Drug Control Officer (ADCO), Installation Biochemical Test Coordinator (IBTC), Medical Review Officer (MRO); Crane Army Ammunition Activity (CAAA) representative, CAAA CPAC representative and Examination Management Services, Inc, (EMSI) 101 W. Renner Road, Suite 300, Richardson, TX 75082.

2. **General Guidance.**

a. AR 600-85, Change 3: Identifies Testing Designated Positions (TDP).

b. Collections must be followed in accordance with:

(1) SAMSHA handbook dated Jun 01 for guidance on use of Custody and Control Form.

(2) The Center for Substance Abuse Prevention (CSAP) memorandum dated 1 Jun 01, which also explains guidance for Custody and Control Forms.

(3) 1996 CSAP Technical Report 12: Urine Specimen Collection Handbook for Federal Workplace Drug Testing Programs. Chapter 7 outlines collection steps.

Changes to collection and guidance from CSAP or the Department of Army (DA) may occur during the contract and new changes must be followed as written changes/guidance are given.

c. Specimens must be mailed by Federal Express to the designated Army or approved contracted Forensic Laboratory determined by the Army Materiel Command. The RIA IBTC will notify the collection agency if DA changes testing laboratory.

d. Per CSAP, the Army is currently NOT collecting any specimen using split specimen collection. Do NOT use unless notified in writing.

3. **Scope.** Biochemical testing for controlled substances will be accomplished in accordance with the following directives for civilian employees:

a. Accession: Drug abuse testing for civilian personnel selected for a TDP is conducted prior to hiring. The CAAA representative will coordinate with EMSI at 1920 E Mulberry Street, Evansville, IN 47714 to set up appointment for collection. The appointment will either be at the Evansville address or performed by the EMSI Mobile Unit at CAAA. The CAAA CPAC representative will notify the candidate on the day of the testing and have the candidate sign a Condition of Employment Statement and advise the potential employee where he/she should report. If at all possible the individual being considered for a TDP will be tested at a n EMSI mobile collection at CAAA in conjunction with monthly random collections or random make-up collections. If there are multiple applicants, a special request for the mobile unit may be considered solely for applicant collections. CAAA representative will confirm appointment. If unable to schedule the applicant testing with the routine random collections, the applicant may be sent to EMSI at Evansville, IN for testing. The CAAA representative will call the RIA IBTC after pre-hire collections, giving number of collections and place of collection for billing and allocation requirements.

b. Personnel in TDP's: CAAA's representative or supervisor will assure that DA Form 5019-R is signed for permanent or temporary assignments to TDP's. A copy will be provided to employee, one to CAAA representative and the original will be sent to CAAA's CPAC who will forward to CPAC in Rock Island, IL. CAAA's CPAC representative will inform the RIA IBTC, RIA CPAC and CAAA's representative of any changes in TDP personnel on the first day of each month. An e-mail stating no changes is required. All TDP's are subject to random drug testing, with at least 50 percent of personnel being tested in one year.

4. Control.

a. **Military Program:** The military drug testing program for CAAA will be arranged with Crane Division, Naval Surface Warfare Division, Crane, IN 47522.

b. **Civilian Program:** Health Evaluation and Systems Information for Drug Abuse in Industry (HEIDI) software is an approved method of random selection by CSAP and Department of the Army. It was designed by Compliance Information Systems formerly Compliance Software Inc., 2363 South Foothill Drive, Suite 100, Salt Lake City, Utah 84109, 1-800-647-9070. The RIA IBTC will administer the program.

c. **Back Up for HEIDI:** If the HEIDI software program is not functioning properly during a given month, an alternative random method will be used. Both the ADCO and ITC will take the previous month's listing of individuals subject to random selection, add or delete individuals from reports submitted, and type the required numbers needed for index numbers. The required amount of index numbers will be drawn from "a hat," and those names which correspond to the numbers will be the individuals randomly selected.

d. **Biochemical Drug Testing** records are filed IAW AR 340-18, MARKS. Administrative support records are filed under 600-85a, and all records pertaining to the collection, mailing, and results of drug tests are filed under 600-86e. Files containing positive results are shredded after five years, negative results are shredded after two years.

5. Collection Procedures for Civilian Random Testing.

Civilian collection for persons in testing designated positions will be conducted IAW procedures at Appendix A.

6. Collection Procedures for Civilian Accession Testing.

Civilians being considered for hire to a testing designated position will be tested IAW procedures at Appendix B.

7. ADCO/IBTC/MRO Additional Responsibility, and POC

Information. Procedures will be conducted IAW Appendix C.

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8. **Accident or Unsafe Practice.** Procedures will be conducted IAW Appendix D.

9. **Reasonable Suspicion Drug Testing.** Procedures will be conducted IAW Appendix E.

10. **Responsibilities for First Line Supervisors.** Procedures will be conducted IAW Appendix F.

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Appendix A-F ☐ ☐ ☐ ☐ Alcohol and Drug Control Officer
☐ ☐ ☐ ☐ ☐ Rock Island Arsenal

____ Approve ☐ ☐ ☐ ☐ BILLY J. DOWDY
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____ Disapprove